

ENSURING COVID-19 WORKSITE SAFETY

Our Certified Technicians are Dedicated to Maintaining the Reliability of Your Operations and the Safety of Your Employees



Throughout this pandemic High Voltage Maintenance's national network of field technicians have been delivering essential services 24x7, to support essential businesses.

Our Service Continuity Plan and Worksite Safety protocol ensure your electrical power systems are effectively maintained.

High Voltage Maintenance's (HVM) proven work practices adhere to NIST, ISO, TL9000, and DRII standards and strictly follow the Center for Disease Control and Prevention (CDC), World Health Organization (WHO) and Non pharmaceutical Interventions (NPIs) guidelines.

Your Project Is in Trusted Hands

Every project is supported by a safety team, dedicated to ensuring that both customer and HVM's pandemic protocols are followed across the jobsite, from project start to finish.

- **Safety Managers**– Ensure the site and site teams have COVID-19 and project safety-related equipment, and pose no immediate risk of onsite exposure
- **Human Resources**– Review field personnel self-certification forms, customer COVID-19 Questionnaires, assess employee exposure risks and tracing
- **Service Center Managers**– Oversee pandemic field service training, maintenance of social distancing, sanitization procedures, PPE supply inventory, and proper usage of PPE throughout the project

COVID-19 Protocol

Keeping Home Base Safe

HVM values its employees and works to ensure their health and safety. Strict safety protocols are in place to ensure limited opportunities for exposure to the virus within service center offices, workshops, and vehicles.

- Established safety protocol procedures are in place at each entry and exit point
- Signage is clearly posted throughout the facilities with protocol instruction to employees and visitors
- Deliveries and visitors are limited to those that support service activities or emergency building maintenance
- All employees, visitors, and contractors are subjected to health screening
- Hygiene, cleaning, disinfection measures follow all local government, CDC, WHO, and NPIs guidelines.

- Customer requirements are our first priority. Project team members must familiarize themselves with customer-specific guidelines and restrictions, and ensure the proper equipment is utilized and procedures are followed

Keeping the Worksite Safe

Customer safety is, and always has been, a priority for HVM. A safety plan is established for each project. This plan incorporates all customer safety requirements and coordinates them with additional HVM safety requirements to establish onsite protocols and procedures for a safe, low-risk work environment.



COVID-19 PPE

Each project team member is supplied with a non-medical infection control kit for their use, including but not limited to:

- Disposable gloves
- Hand sanitizers with over 60% alcohol
- Disposable towels
- Surgical masks
- Eye protection

Cleaning supplies are readily available to all team members and employees are encouraged to use them throughout the day to wipe down tools and surfaces.

When required by the customer, project team members will wear three-layer face coverings for maximum protection.

Face Coverings

Face coverings are mandatory and are to be worn by all HVM employees on-site or around other people. If there is a need for any deviation from this, it must be approved by the project manager and the customer and must be documented at the safety tailgate or Environmental Health and Safety site survey.



Social Distancing

The Project Supervisor will communicate and regularly reinforce the importance of maintaining a person-to-person minimum social distance of at least six feet.

Supervisors shall monitor compliance throughout each shift and immediately address observed procedural deviations.

The Project Supervisor will identify any work areas where social distancing is difficult to achieve and put specific processes in place. A workflow audit will be completed that removes instances of employees within six feet of each other. This would include the following when possible:

- Reduction of on-site work hours to the minimum needed to sustain operations
- Staggered shifts and work hours to minimize on-site human presence at a given time
- Staggered use of all shared spaces, including bathrooms, breakrooms, and lunchrooms
- Staggered facility entry and exit procedures

- Elimination of in-person meetings (internal or external) and employee gathering (formal or informal) of any size. Employee communication handled virtually, wherever possible
- Mandatory work at home for all employees except the absolute minimum required for baseline production and logistics functions

For vehicle operations, employees shall minimize ride-sharing, keeping to one person per vehicle. If ride-sharing is necessary, each employee shall complete a self-assessment.

Exposed Employees

Employees who have been exposed to COVID-19, are suspected to be ill, or become ill will be required to leave the customer site immediately and will not be allowed to return to work until they have been given documented clearance by a medical provider.

Summary

When it comes to safety and compliance, no other organization offers the assurance that High Voltage Maintenance delivers. Our commitment is demonstrated by our disciplined approach to workplace safety, our superior safety ratings, our up-to-date knowledge of standards and regulations and our staff of certified trainers.

In response to COVID-19 we have established additional protocols aligned with government, CDC, World Health Organization, and the Non pharmaceutical Interventions guidelines to further ensure the safety of our customers and employees.